

NUS CENTRE FOR THE ARTS CALL FOR INTERNSHIP APPLICATIONS MAY-JULY 2022

DIVISION: TALENT DEVELOPMENT AND PROGRAMMING

The NUS Centre For the Arts Talent Development and Programming (TDP) Internship Programme

The NUS Centre For the Arts Talent Development and Programming (TDP) Internship Programme aims to expose students to areas of arts management within NUS Centre for the Arts as well as provide an understanding of Singapore's cultural landscape.

The programme will benefit students who are considering a career in arts management and aims to develop their critical thinking, collaborative and problem solving skills that are required for the job.

Arts management involves understanding the context in which one operates in and consider what other players are doing so as to differentiate from as well as connect with them. As such, interns will visit selected arts spaces to gain an insight into the artistic philosophy and working practices of these organisations and how they contribute to the arts landscape in Singapore.

1. Application Timeline

24 March – 10 April 2022	Open call for application.
10 April	Deadline for submission of applications. Please submit your application to the Qualtrics Form here: https://nus.syd1.qualtrics.com/jfe/form/SV_esOCXm1Q9o8v5dA Applications received after this date will not be considered.
11-12 April	Shortlisted applicants will be notified for the scheduling of internship interviews. We regret that applicants who were not selected may not be notified.
12 – 14 April	Internship interviews will take place during this period.
18 April onwards	Shortlisted applicants will be informed of the results of the interviews.
9 May – 29 July	Internship period
By 8 August	To submit a blog with 2-3 high resolution images of your time as an intern at NUS CFA. The content should cover reflections of what you did / learnt / discovered during your internship.

2. Positions Available

Programming (HERE! Arts Carnival)
Programming (ExxonMobil Campus Concerts)
2 x Talent Development

Please refer to Pg 4 for further details about the position.

The positions are made possible by the generous donations of Mr Kelvin Koh and Mdm Wong-Mah Jia Lan

3. Duration

The official duration of the internship is from **9 May – 29 July** (12 weeks) during the official NUS vacation period. **Applicants who are able to commit for the official duration are preferred.**

If your period of availability differs from this official period, please state your period of unavailability in Section 4 of the application form.

In order to better see through the programmes from ideation to execution, interns are encouraged to indicate interest to commit to an extended part-time arrangement that is until 26 Aug.

4. Stipend

Interns will be provided with a monthly stipend of \$800 during the internship period. However, there will be no remuneration provided for the extended part-time arrangement.

5. Eligibility

Applications are welcome from all undergraduate and graduate students enrolled at NUS. You are also responsible for ensuring that you are eligible to work in Singapore. For more information, please refer to the Ministry of Manpower's website - <http://www.mom.gov.sg/passes-and-permits>

6. Frequently Asked Questions

1. Are tertiary students (junior college, polytechnic) eligible to apply for the internship programme?

The internship programme is pitched at the undergraduate level and it is not advisable for tertiary students to apply.

2. Can I apply if I have holiday plans / other commitments during the internship period?

Yes, as long the disruption is minimal to the overall duration. You may request/discuss for days off with your internship supervisor. Please state your dates of unavailability in Section 4 of the application form.

3. Do I need to have an arts-related academic background to apply?

No, we welcome students from all academic backgrounds to apply. However, make sure that you are able demonstrate interest and capability for the positions you are applying for. Do note that some positions may ask for familiarity in certain topics.

4. May I apply for more than 1 position offered by CFA?

Yes. You may apply for different positions across CFA, and there is no limit to that. However, within each division, there could be limits stated, so please read the FAQs of the division you are interested to apply for. Please ensure that you meet the requirements for each position and are able to demonstrate interest and capability for the positions you apply for.

5. What should I submit for my essay / writing sample?

You may submit any recently written essay or writing sample. We are interested in how you write and how you think! There is no restriction to the content or length of your written piece. You should also select an essay / writing sample that is advantageous to the position(s) that you are applying for.

6. Will I be notified if I am shortlisted?

Yes, shortlisted applicants will be notified once the selection process is complete. We regret to say that with the high volume of applications we receive, applicants who are not shortlisted may not be notified.

7. What happens when I am shortlisted?

You will be contacted for a short interview with the relevant staff of the division. After the interviews are completed, the results will be made known to shortlisted candidates.

8. What happens if after the interviews, I am selected by multiple divisions?

Each division will contact their shortlisted candidates to notify them of the results. If you are offered more than one position across divisions, you can decide on your preferred position and decline the rest.

9. Is it possible to have a telephone or Skype interview?

Yes, if you are located outside of Singapore during the period of the internship interviews. We will work with you to schedule a suitable time.

10. What are the working hours for an intern?

All the internship positions listed are full-time positions that will require the intern to work in the CFA office from Mondays-Fridays, 9am – 6:30pm for maximum immersion into the daily life of an arts administrator. Interns may also be asked to assist in CFA events that take place after office hours or on the weekends.

7. More Information

For further enquiries not found here, please write in your questions to cfaprogrammes@nus.edu.sg.

Positions Available

1. Programming (HERE! Arts Carnival)

Coordinate a large scale arts event, and work with a team of arts leaders to plan the HERE! Arts Carnival, NUS' back-to-school arts party. Be part of the process that brings a production from proposal to performance, pick up on how we communicate arts programming to audiences, and engage in conversations about how we can introduce the arts to new audiences. . This position provides interns with a hands-on experience of the behind-the-scenes work that is entailed in planning programmes, and the organizational and audiences considerations required as part of it.

Students who are exploring the following career paths are encouraged to apply for this position: Programmer, Producer, Production Coordinator, Events Manager.

Requirements for the position:

- Demonstrates strong interest in arts management
- Experience in the performing arts
- Able to work proactively as well as collaboratively
- Good English writing skills
- Good organisational and time-management skills

2. Programming (EMCC)

How do you plan and execute arts events? How do you decide on a thematic focus and curate a series of programmes following this theme? How do you communicate your play, music concert, or art installation to your audience?

These questions will be presented to the TDP summer intern who will be primarily focused on assisting with the ExxonMobil Campus Concerts (EMCC) series, which runs from August – November 2022.

EMCC is an arts programme committed to experimental entertainment, fostering discovery, exploration and student development. Two seasons of EMCC are presented every year over the duration of the university semester, each with a specific thematic focus. In AY2021/22, our seasons of EMCC were themed Laughter and Longing and Slow Connection. And for this upcoming season, the theme is... well, to be decided as it is awaiting your input!

As the EMCC intern, you will assist in the planning and execution of EMCC programmes that might include art installations, music concerts, theatre, comedy, films and more. You will work closely with the TDP staff in charge of EMCC, and EMCC Crew, a CFA arts group that provides

backstage support on our EMCC productions. You will also get to liaise with artists and UCC Production Services.

You will learn valuable arts management skills such as production planning, programming, marketing and publicity, artist liaison, production management and coordination, and audience relation management.

While the summer vacation runs from 9 May to 31 July, EMCC programmes only launch in August (earliest). It would be beneficial and preferred for the intern to extend their internship to cover at least the first EMCC programme so that they can see through the execution of a production.

Students who are exploring the following career paths are encouraged to apply for this position: Programmer, Producer, Production Coordinator, Events Manager, Arts Administrator.

Requirements for the position:

- Strong interest in arts management
- Able to work proactively as well as collaboratively
- Good organisational and time-management skills
- Detail-oriented and ability to keep track of overlapping tasks and deadlines
- Good communication skills and confidence to liaise with different parties

3. Talent Development

How does one decide what's a worthwhile programme? How does one communicate the arts effectively to audiences? What is the process from proposal to performance? These questions will be discussed and debated on as interns will be part of the planning stage of the Student Life Fair (SLF). This position provides interns with a hands-on experience of the behind-the-scenes work that is entailed in planning programmes, and the organizational and audiences considerations required as part of it.

Understanding and some involvement in group management of student performing arts groups is also required, including planning of leadership training programmes.

Students who are exploring the following career paths are encouraged to apply for this position: Production Coordinator, Arts Manager, Arts Administrator.

Requirements for the position:

- Demonstrates strong interest in arts management
- Experience in the performing arts
- Able to work proactively as well as collaboratively
- Good English writing skills
- Good organisational and time-management skills

On top of the above, interns will be required to document their reflections in an online blog. Interns will also be assigned other projects such as establishing an arts e-resource library, volunteer management and any other tasks required by the mentor.

Please submit your internship application here:

https://nus.syd1.qualtrics.com/jfe/form/SV_esOCXm1Q9o8v5dA

Deadline for applications will be **10 Apr 2022, 2359 hrs**. Applications received after this date will not be considered.